



EXECUTIVE BOARD MEETING
 EAST/WEST ROOMS | CAMPBELL'S RESORT | CHELAN, WA
 NOVEMBER 19, 2019 | 5:00 pm

CALL TO ORDER

President John Snaza opened the meeting at 5:00 pm. There was a quorum present with the following Board members in attendance:

Past President Ken Thomas, Des Moines PD	President John Snaza, Thurston County Sheriff's Office
President-Elect Craig Meidl, Chief, Spokane PD	Sheriff Bill Benedict, Clallam County
Sheriff James Raymond, Franklin County	Mitzi Johanknecht, Sheriff, King County
Chief Steve Crown, Wenatchee PD	Treasurer, Chief Brett Vance, Montesano PD
Gary Jenkins, Pullman PD	Chief Rod Covey, Port of Seattle PD
Chief Steve Crown, Wenatchee PD	Vice President Sheriff Rick Scott, Grays Harbor County Sheriff's Office
Special Agent in Charge Ray Duda, FBI Seattle	David Trujillo, WA State Gambling Commission

The following WASPC staff were in attendance:

- Steve Strachan
- James McMahan
- Kim Goodman
- Mike Painter
- Deb Gregory

The following guests were in attendance:

- Chief Peter Fisher, Fife PD
- Barbara Smith, GreatWork Communications
- Derek Zable, CJTC

Approval of 9/13/2019 Meeting Minutes

He called for a motion to approve the September 13, 2019 meeting minutes. **Sheriff Rick Scott moved to approve the 9/13/2019 meeting minutes as written. Sheriff Bill Benedict seconded. The motion to approve carried.**

REPORTS

Finance & Personnel Committee-Chief Brett Vance

All statements are presented through September 30, 2019.

MINUTES APPROVED 1/14/2020

Overall, YTD expenses are in line with YTD revenues. No concerns.

Page 1 – Statement of Financial Position (p. 1)

Cash balance adequate for daily operations. Cash balance as of 9/30 is lower than typical due to timing of contract payments (Jul & Aug reimbursements received in October)

Investments include a \$150K in deposits made during 2019.

Page 2 – Statement of Activities (p. 2)

Grant revenues and expenses – These fluctuate throughout the year. Review of the individual programs determine the figures are in line with expectations.

Monitoring Revenues – continue to see client contract increases, especially in our contract with the WA Department of Corrections. Monitoring expenses have also increased proportionately.

Page 3 – Functional Expenses (p. 3)

Salaries/Benefits – Increase in benefit expenses are a result of retirement contributions for recently hired FTEs. Our retirement plan is a 403(b) Money Purchase Plan. WASPC begins our contributions after employees' one-year anniversary.

Repair and Maintenance – During 2019, the building access control system was updated.

Additionally, the training room AV upgrade was completed.

Check disbursements

For the period Sept 10 through Nov 13, 2019. Checks 41514 through 41681 totaling \$875,194.98 are presented under tab 2.

Chief Rod Covey moved to approve the Financial Report and check disbursements as presented. FBI SAC Ray Duda seconded. The motion carried.

Contribution Request

The finance committee received a request from the Washington Law Enforcement Exploring Advisors for \$3,000. WASPC has historically given \$1,000 per year to WLEEA. They have not made any contribution requests since 2015. The \$3,000 request would substantially help the organization. The finance committee recommends approving this request and will ask WLEEA to make their requests annually rather than every few years. WASPC does budget to fund WLEEA as well as the Chief for a Day program every year.

Sheriff John Snaza moved to approve the request as presented. Sheriff Mitzi Johanknecht seconded. The motion carried.

Other items:

State Auditor's Office – Accountability Audit

SAO auditors wrapped up their accountability audit field work November 8. They focused on our policies and procedures for travel, credit card documentation, and our billing review

procedures for our electronic monitoring equipment billings. We do not expect any issues from this audit.

Internal Revenue Service – Retirement Plan review

The IRS auditor visited the WASPC office and reviewed our retirement plan filings. We received a letter from the IRS closing the review with no concerns or findings.

Standing Committee Reports

Standing Committee reports will be provided at the General Business Meeting on November 20, 2019.

Model Policy Committee Update—James McMahan

The WASPC E-Board, during its meeting in the fall of 2018, tasked the Model Policy Committee with reviewing and making recommendations regarding a proposed model policy relating to scenes of violence.

Since that time, Model Policy Committee Chair Chief Jamey Kiblinger has been working with WASPC staff and the authoring agency/agencies of the proposed policy to make substantive revisions to the proposed model policy. At this point, the proposed model policy, as revised, has been shared with the Model Policy Committee ListServ and the Committee will discuss the latest version during the WASPC Fall Conference. The Committee anticipates that the proposal will be ready for consideration by the WASPC membership at the WASPC 2020 Spring Conference.

We are also engaged in conversations with the Chelan County Sheriff's office about some potential additional updates to the Wildfire Model Policy. We are not yet ready to bring this forward with a recommendation.

WASPC's Sex Offender Registration Policy is also in need of an update next year. James McMahan requested the Board's permission to work on this update.

In 2011, WASPC adopted a policy regarding officer involved shootings, and with the passage of I-940, it is now prohibited. James would like the Board's permission to update this policy by removing the prohibited sections.

Chief Ken Thomas moved to have the WASPC Model Policy Committee work on these policy updates as presented by James. President John Snaza seconded. The motion to approve carried.

NEW BUSINESS

Accreditation Commission Recommendations for Agency Accreditation—Chief Pete Fisher

There are 11 agencies up for accreditation or reaccreditation:

Re-Accrediting Agencies

- Kent PD
- Mason County SO
- Mountlake Terrace PD
- Port Angeles PD
- Pasco PD
- Spokane Valley PD

New Accrediting Agencies

- Poulsbo PD
- Quincy PD
- Snohomish County Corrections Bureau
- Shelton PD
- Wenatchee PD

Chief Fisher recommended that all 11 agencies be approved for accreditation. **Sheriff Bill Benedict moved that the WASPC Executive Board approve all 11 agencies. Sheriff Rick Scott seconded. The motion to approve carried.**

Accreditation Annual Report

The only proposed change is that the window for submitting the annual report will be modified from March 1 to May 1 to allow more time to complete the report. This change was approved and passed by the Professional Services Committee. Mike Painter recommended that the Board adopt the Professional Services Committee's actions. Chief Ken Thomas moved to approve the annual report change. Chief Brett Vance seconded. The motion to approve carried.

Accreditation Pins

It was agreed at the Professional Services Committee meeting and approved by WASPC that it will purchase one of three proposed pin designs. If agencies don't like the pin selected, they have the option of choosing one of the other two designs and paying for the cost out of their own agency budgets.

Sheriff Mitzi Johanknecht moved to approve the pin design and purchasing it for use by accrediting agencies. Chief Rod Covey seconded. The motion carried.

Sheriff John Snaza asked about accreditation stickers for vehicles. Mike Painter responded that while WASPC won't be doing that, it does have a resource for those that might be interested. Please contact Mike if you'd like contact information.

Wear the Badge Campaign

The Public Trust Committee, under the leadership of Sheriff Paul Pastor and Chief Steve Mylett, has been working hard to develop a Wear the Badge campaign. Some money has been spent to create a series of videos for a campaign entitled Wear the Badge Washington to raise awareness of careers in law enforcement as a tool for recruitment into the profession. The reaction at the Public Trust Committee was very positive. The WASPC 2020 General Fund budget includes money in 2020 to maintain and update our various social media platforms on a continuing basis and create additional high quality videos. The videos will be rolled out to the membership at Wednesday's banquet and the new website will be live after the first of the year.

Executive Development

Executive Development is the other major portion of the increase in our budget. We are requesting a dollar amount up to a certain level to continue our leadership training efforts. It will include hiring a WASPC staff person to manage the program. We have checked in with CJTC to ensure we are not duplicating efforts. WASPC has the funds available and is in a position to leverage these dollars to build a long-term leadership development program for Chiefs, Sheriffs

and their command staff. This is a strong statement that we are committed to doing this. It will not be our intent to continue funding this year after year out of reserves. It is to front-load this and get a program stood up. Before making any financial commitment, it is proposed that we wait until after the legislative session in 2020 and a budget has been passed so we can see what the impacts of I-976 might be.

WASPC 2020 General Fund Budget

The Finance committee met and reviewed the proposed budget at the program level. The presented budget is a roll-up summary of all General Fund programs.

Salaries and Benefits – Increases here relate to the creation of the Development Program. There is \$140K included in the budget as a placeholder for the implementation. The remaining increases related to regular budgeted increases for merit increases and contract renewals.

Professional Fees – \$111K increase from 2019. This includes \$40k for potential amicus brief filings or public record request legal review fees. Also includes \$47K for additional ‘Wear the Badge’ videos and contracted services to maintain the social media portion of the campaign.

Monitoring Expenses/Cost of Goods Sold – Based on increased demand for the electronic monitoring services by the WA Department of Corrections as well as our local contracts, we have increased our anticipated revenue and the associated expenses. As a reminder, this line of business is the main source of revenue for our general fund programs.

The remaining adjustments minor adjustments to the 2019 budget.

FBI SAC Ray Duda moved to approve WASPC’s 2020 General Fund budget as presented. Sheriff Rick Scott seconded. The motion carried.

Discussion of CJTC Rules Regarding OIS Investigations and Future Changes

Steve Strachan prepared a draft letter from WASPC to CJTC outlining some comments for consideration before the Commission adopts the final rules regarding officer involved investigations. Steve asked the Board for approval, by consensus, to submit this letter to CJTC. If new rules are adopted by CJTC, they will go into effect January 6, 2020. The Board discussed the draft and agreed by consensus that WASPC should submit the letter.

Approval of Membership

Chief Ken Thomas moved that the applications submitted to date as recommended by the WASPC Membership Committee, be approved. Sheriff Bill Benedict seconded. The motion to approve carried.

2020 Executive Board Meeting Schedule

The following meeting dates were proposed as the Executive Board’s schedule for 2020:

- January 14, 2020 – WASPC Office, Lacey, WA
- March 17, 2020 – WASPC Office, Lacey, WA
- May 19, 2020 – Spokane Convention Center, Spokane, WA
- September 9-11, 2020 – Alpen Rose Inn, Leavenworth, WA
- November 17, 2020 – Skamania Lodge, Stevenson, WA

Sheriff Rick Scott moved to approve the 2020 meeting schedule. Chief Ken Thomas seconded. The motion carried.

GOOD OF THE ORDER

Wellness & Resiliency Committee

Last year, the Executive Board approved the formation of a new Wellness & Resiliency Committee. The only thing lacking to get the committee ready was the creation of a charter for adoption by the Executive Board. Chief Rod Covey worked with his Deputy Chief Mike Villa, who has a strong interest in this topic, on a charter for the committee. Chief Covey presented a draft for the Board's review and approval. If approved, the committee is ready to commence work in early January to kick-start this effort.

Ray Duda moved to approve the new committee charter for the Wellness & Resiliency Committee. Chief Ken Thomas seconded. The motion carried.

The next meeting of the Executive Board will be January 14, 2020 at the WASPC Office in Lacey, WA beginning at 10:00 AM.

The Board recessed to go into Executive Session to discuss a legal matter at 5:50 PM. The Board reconvened their meeting at 6:00 PM. There being no further business to discuss, the meeting adjourned at 6:05 PM.

Respectfully submitted,

Deb Gregory
Executive Assistant